

Safeguarding

Missing child

Designated Person	Designated Safeguarding Lead Penny Etchells
Deputy Designated Person	Deputy Designated Safeguarding Lead Rosie Brightman
Designated Officer	Chairperson Bethany Grange

Missing with-In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated person or deputy designated person who initiates a search within the setting.
- If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The designated person will contact the designated officer as soon as practicably possible and informs them of the situation.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the most senior staff present on the outing carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff call the police and then contacts the designated person if he/she is not part of the outing
- The designated person informs the parents.

- Members of staff return the children to the setting as soon as possible if it is safe to do so.
- According to the advice of the police, one senior member of staff may be required to remain at the site where the child went missing and wait for the police to arrive.
- The designated person contacts the designated officer (chairperson) as soon as practicably possible, to inform them of the situation.

Recording and reporting

- A record is made on 06.1a Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The manager as designated person completes and circulates 06.1c Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated officer (chairperson) along with designated person carry out a full investigation.
- The designated person and the designated officer speak with the parents together and explain the process of the investigation
- Each member of staff present during the incident writes a full report using 06.1b Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.

This policy was adopted at a committee meeting of Addingham Pre School	Date
Signed on behalf of committee	
Name of signatory and role	

